

# 96K Electronic Organizer



Owner's Manual
Please read before using this equipment.

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### ☐ Features

Your RadioShack 96K Electronic Organizer is a versatile, pocket-sized data organizer. It's great for the person on the go, combining a telephone directory, schedule alarms, calculator, and more in one compact, easy-to-use package.

This organizer's features include:

**Three-Row Display** — lets you see the most important information in a record at a glance.

**Two Telephone Directories (Business and Personal)** — puts contacts' names and phone numbers (including 2 phone numbers and e-mail addresses) at your fingertips.

**Schedule Alarms** — keeps you in control of your busy schedule by reminding you of meetings and other important events.

**Memos** — lets you store important messages of up to 48 characters.

**Built-In Clock and World Time** — shows you the local time and current times in 32 cities around the world, including London, Chicago, and Hong Kong.

**10-Digit Calculator** — performs standard arithmetic and memory calculations.

**Conversion Function** — lets you perform metric and currency conversions.

**Four-Character Security Code** — helps prevent unauthorized access to your confidential information.

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RadioShack Corporation assumes no responsibility for any loss or claims that might arise through use of this organizer or for damages incurred as a result of information loss due to malfunctions, repairs, battery replacement, or misuse. You should maintain physical records of important information to protect against such loss.

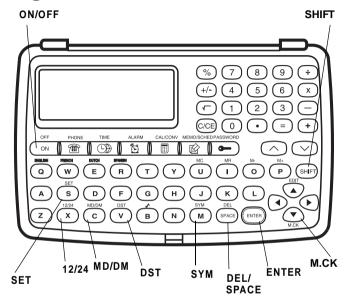


### REMOVING THE INSULATION STRIPS

Your organizer comes with insulation strips that help preserve battery power during shipping.

Before using the organizer, remove the insulation strips from the battery compartment (located in the back) by grasping and pulling them away from the organizer.

# A Quick Look at Your Organizer



### TURNING THE ORGANIZER ON AND OFF

Hold down **ON/OFF** for about 1 second to turn on the organizer, then press a function key to enter the mode (such as the daily alarm mode) you want. Press **ON/OFF** to turn off the organizer.

To conserve battery power, the organizer automatically turns off after about 3 minutes if you do not press a key.

### **SETTING THE TIME MODE**

The screen for your home time has a  $\star$  in the top line. Repeatedly press **TIME** until  $\star$  appears (to set your organizer to its Home Time mode) or until  $\star$  disappears (to set your organizer to its World Time mode).

### TURNING THE KEY TONE ON AND OFF

To set your organizer to sound a tone each time you press a key, set the organizer to its Home Time mode, then press ♪ (B). ♪ appears when the key tone is on.

To turn off the key tone, set the organizer to its Home Time mode, then press ு again. A beep sounds and ு disappears.

### **MEMORY CHECKING**

To check the memory, press the function key you want to check (PHONE or MEMO/SCHED). Press SHIFT then M.CK. The percentage of free space appears.

### SETTING THE LOCAL AND WORLD TIME

When you set the time and date for your home time zone, all other world times are set automatically.

- 1. Set the organizer to its Home Time mode.
- 2. Press SET (S). The city codes flash.
- Find the code for a city in your time zone in the table on Page 8, then repeatedly press or hold down ▲ or ▼ until the code appears.

Code	City
CHI	Chicago
DEN	Denver
LAX	Los Angeles
ANC	Anchorage
HNL	Honolulu
WLG	Wellington
NOU	Noumea
SYD	Sydney
ADL	Adelaide
TYO	Tokyo
SIN	Singapore
HKG	Hong Kong
BKK	Bangkok
RGN	Rangoon
DAC	Dhaka
DEL	Delhi
KHI	Karachi
KBL	Kabul
DXB	Dubai

Code	City
THR	Tehran
RUH	Riyadh
MOW	Moscow
CAI	Cairo
HEL	Helsinki
ROM	Rome
BER	Berlin
PAR	Paris
LON	London
RIO	Rio De Janiero
ccs	Caracas
YYZ	Toronto
NYC	New York City

**Note:** If your city is not listed, select a city in the same time zone as yours.

4. Repeatedly press or to move to the field you want to change. The field you select flashes. Then repeatedly press or hold down or to change the year, month, date, hour, and minute.

#### Notes:

- Repeatedly press DST (V) to turn Daylight Saving Time on or off. # appears beside the day of the week when Daylight Saving Time is on.
- Repeatedly press 12/24 (X) to set the clock to the 12- or 24-hour format. AM or PM appear when the clock is set to 12-hour format and disappear when the clock is set to 24-hour format.
- Make sure the correct AM or PM hour appears when you set the hour and minute.
- Repeatedly press MD/DM (C) to choose month-date to date-month display format.
- Press Q (English), W (French), E (Dutch), or R (Spanish) to select the display language.
- Press ENTER to store the setting.

### Viewing World Times

Once you set your home time, you can view the correct time in 31 other cities (and the corresponding time zones) around the world.

**Note:** The world time screen does not show a ★ in the top line.

- Repeatedly press TIME until ★ disappears The date and time in the last selected city appear.

To turn Daylight Saving Time on or off, repeatedly press **DST** (**v**).

# ☐ Phone Directory

The organizer has two phone directories, (BUSINESS and PERSONAL) that you can use to store records. You can store a contact's name, a e-mail address and two telephone numbers into each phone directory record. The name and e-mail address can be up to 48 characters, and each telephone number can be up to 48 digits.

### ENTERING A PHONE DIRECTORY RECORD

 Press PHONE to enter the business phone directory, BUSINESS? and TEL appear. Press PHONE again to enter the personal phone directory. PERSONAL? and TEL appear.

**Note: FULL** appears if the memory is full. You can delete phone directory or other types of records to free memory (see "Deleting a Phone Directory Record" on Page 14).

2. Enter the contact's name.

The organizer stores names alphabetically, so you might want to enter the last name first.

- To enter a space, press SPACE or .
- To select a symbol @, ~, :, \$, £, ¥, ,, ', ?, /, \, =,#, (, ), & press SHIFT then repeatedly press SYM. Then press ◀ or ▶ to select the symbol.

- If you make an incorrect entry, use the arrow keys to move to the character you want to change, press SHIFT then DEL (SPACE) to delete it, then enter the correct character.
- Press ENTER to confirm the name you entered. TEL and E-MAIL appear.
- Enter the contact's e-mail address, then press ENTER to confirm it. NAME and TEL appear.
- 5. Enter the contact's first phone number, then press ENTER.
- Enter the contact's second phone number (if one exists) or press ENTER.
- Press ENTER to store the record. BUSINESS? or PER-SONAL? and TEL appear again.
- 8. Repeat Steps 2–7 to enter another phone directory record.
- 9. To return to the Home Time display, press **TIME**.

# RECALLING A PHONE DIRECTORY RECORD

You can recall a phone directory record by either sequential or direct recall.

### Sequential Recall by Name

- Repeatedly press PHONE to choose the BUSINESS or PERSONAL directory.
- Press or or to view the first or last record sorted alphabetically by name.

### **Direct Recall by Name**

- Repeatedly press PHONE to choose the BUSINESS or PERSONAL directory.
- 2. Enter the first few characters of the desired name.
- 3. Press or or to begin the search. Then the first record that begins with the characters you entered appears.

**Note:** If a matching record is not found, **NOT FOUND** briefly appears.

4. If necessary, repeatedly press or view the previous or next record stored in sequence until the desired record appears.

**Note**: The first 12 characters of a record appear on each line of the record. If the displayed line has more than 12 characters, ▶ appears. Repeatedly press ▶ or ◀ to view the entire line.

### EDITING A PHONE DIRECTORY RECORD

- 1. Recall the record you want to edit.
- Press SHIFT then EDIT. A flashing cursor appears on the first character of the contact's name.
- Use the arrow keys to move the cursor to the character or digit you want to change.

- To delete a character, press SHIFT then DEL.
- To change a character, delete it first, then type the correct character.
- To add a character, simply enter the character.
- Press ENTER to enter the next field, edit the field as necessary, then press ENTER.
- When you finish editing, press ENTER. STORE... briefly appears as the organizer saves the changes you made to the record, then BUSINESS? or PERSONAL? appear.

### DELETING A PHONE DIRECTORY RECORD

- 1. Recall the record you want to delete.
- 2. Press SHIFT then DEL. DELETE? appears.
- If you are sure, press ENTER. DELETE... briefly appears as the organizer deletes the record, then BUSINESS? or PERSONAL? appear. The entire directory record is deleted. Otherwise, press any key except ENTER. The record remains unchanged.

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The memo function lets you store important messages. For each memo, you can enter a record of up to 48 characters, and two lines of phone numbers (each line can hold up to 48 digits).

### **ENTERING A MEMO RECORD**

- 1. Press MEMO/SCHED, MEMO? and MEMO appear.
- Enter letters on the first line of your memo then press ENTER to enter the next line.

**Note:** You can enter numbers only on the second and third lines of a memo record.

- Enter numbers on the second and third lines of your memo, pressing ENTER to enter the next line and pressing ENTER when you finish. MEMO? reappears.
- 4. Repeat Steps 1-3 to enter another memo.
- 5. To return to the Home Time display, press TIME.

### RECALLING A MEMO RECORD

You can recall a memo record using sequential search or direct search. Memo records are sorted alphabetically using the first few characters of the record.

### Sequential Search

Press **MEMO/SCHED**. **MEMO?** and **MEMO** appear. Then press or view the previous or next record stored in sequence until the desired record appears.

### Direct Search

- 1. Press MEMO/SCHED, MEMO? and MEMO appear.
- 2. Type the first few characters of the desired memo.

 Press or or ecall the first memo record that begins with the characters you typed.

**Note:** If a matching memo record is not found, **NOT FOUND** or the memo record that most closely matches the characters you typed might appear.

Repeatedly press 
 or 
 to scroll up or down through the memo records sequentially.

### **EDITING A MEMO RECORD**

- Recall the memo record you want to edit.
- Press SHIFT then EDIT. A flashing cursor appears on the first character on the display.
- Use the arrow keys to move the cursor to the character or digit you want to change.
  - To delete a character, press SHIFT then DEL.
  - To change a character, delete it first, then type the correct character.
  - To add a character, simply enter the character.
- 4. Press ENTER to enter the next field.
- 5. Repeat Step 3 as necessary to edit up to three lines, pressing ENTER at the end of each line. STORE... briefly appears as the organizer saves the changes you made to the record. Then MEMO? reappears.

### **DELETING A MEMO RECORD**

- 1. Recall the memo record you want to delete.
- Press SHIFT then DEL. DELETE? appears.
- If you are sure, press ENTER. DELETE ... briefly appears as the organizer deletes the record, then MEMO? appears. Otherwise, press any key except ENTER. The record remains unchanged.

## ☐ Schedule Alarms

Schedule alarms help you stay in control of your busy schedule by reminding you of meetings and other important events. For each schedule alarm, you can enter an alarm message of up to 48 characters.

At the set alarm time, the alarm sounds for 20 seconds and your stored message appears. If the organizer is off at the alarm time, the organizer turns on, sounds the alarm, and displays the alarm message then stays on for about 3 minutes (unless you press a key).

To silence the alarm sooner, press any key.

#### Notes:

 Because pressing any key turns off the alarm, the alarm might not sound if you are entering information at the precise alarm time.  If the alarm sounds and the alarm message appears while you are entering information, the information you are entering might not be stored.

### **ENTERING A SCHEDULE ALARM RECORD**

Press MEMO/SCHED twice. SCHEDULE? and SCHED appear.

**Note: FULL** appears if the memory is full. You can delete schedule alarm or other types of records to free memory (see "Deleting a Schedule Alarm" on Page 21).

- 2. Enter the alarm message.
  - To enter a space, press SPACE or .
  - To select a symbol @, ~, :, \$, £, ¥, ,, ', ?, /, \, =,#, (, ), & press SHIFT then repeatedly press SYM. Then press ◀ or ▶ to select the symbol.
  - If you make an incorrect entry, use the arrow keys to move to the character you want to change, press SHIFT then DEL (SPACE) to delete it, then enter the correct character.
  - To insert a space before a character, press SPACE.
- Press ENTER. The month (displayed as month and date) or date (displayed as date and month) flashes.
- Press or hold down ▲ or ▼ to set the alarm month or date.
- 5. Press beto move to the next field, then repeat Steps 4 and 5 to set the month or date, year, and time.

- Press ENTER to save the schedule alarm entry. SCHED-ULE? and SCHED appear.
- 7. Repeat Steps 2–6 to enter another schedule alarm.
- 8. To return to the Home Time display, press **TIME**.

# TURNING THE SCHEDULE ALARM ON AND OFF

The schedule alarm is automatically set to sound when you set the alarm time. To turn off the schedule alarm, press ALARM then repeatedly press ♪ (B) until ト disappears. To turn on the schedule alarm again, repeatedly press ♪ (B) until ト appears.

### RECALLING A SCHEDULE ALARM RECORD

You can recall schedule alarm records using either sequential recall by alarm time or direct recall by alarm message.

### **Sequential Recall by Alarm Time**

- Repeatedly press MEMO/SCHED until SCHEDULE? and SCHED appear to enter the schedule alarm mode.
- Press or or to view the record for the first or last scheduled alarm.

### **Direct Recall by Alarm Message**

- Press MEMO/SCHED until SCHEDULE? and SCHED appear to enter the schedule alarm mode.
- Type the first few characters of the desired schedule message.
- 3. Press  $\checkmark$  or  $\land$  to view the first record that begins with the characters you entered.

**Note:** If a matching record is not found, **NOT FOUND** appears.

If necessary, press 
 to view the next record or press 
 to view the previous record in chronological order.

### **EDITING A SCHEDULE ALARM RECORD**

- 1. Recall the schedule alarm you want to edit.
- Press SHIFT then EDIT. A flashing cursor appears on the first character of the display.
- 3. Use the arrow keys to move the cursor to the character you want to change.
  - To delete a character, press SHIFT then DEL.
  - To change a character, delete it first, then type the correct character.
  - To add a character, simply enter the character.
- 4. Press ENTER to enter the next field.

- Press or hold down ▲ or ▼ to set the alarm month or date.
- 6. Press beto move to the next field, then repeat Steps 5 and 6 to edit the month or date, year, and time. Then press ENTER to store the new data. STORE ... briefly appears as the organizer stores the changes you made, then SCHEDULE? appears.

### DELETING A SCHEDULE ALARM

Follow these steps to delete a schedule alarm record after its date has passed (to free up memory) or if you do not want it to sound on the set date.

- 1. Recall the schedule alarm record you want to delete.
- Press SHIFT then DEL. DELETE? appears.
- If you are sure, press ENTER. DELETE... briefly appears
  as the organizer deletes the record, then SCHEDULE?
  appears. The entire schedule alarm record is deleted. Otherwise, press any key except ENTER. The record remains unchanged.

# ☐ Daily Alarm

You can set an alarm to sound at a set time of day. When the alarm is on, (101) appears, the alarm time appears, and a tone sounds for about 20 seconds at the set time. To silence the alarm sooner, press any key.

**Note:** Because pressing any key turns off the alarm, the alarm might not sound if you are entering information at the precise alarm time.

### SETTING THE DAILY ALARM

- Press ALARM to enter the daily alarm mode. ALARM and the currently set alarm time appear.
- 2. Press SET (S). ALARM? appears and the hour flashes.
- Press ▲ or ▼ to set the hour, press ▶ to move to the minute, then press ▲ or ▼ to set the minute.
- Press ENTER to confirm.

### TURNING THE DAILY ALARM ON AND OFF

To turn the daily alarm on and off, press ALARM. ALARM and the currently set alarm time appear. Then repeatedly press • (B) to turn the alarm on or off. ((•)) appears when the alarm is set to sound.

### **PASSWORD**

You can block unauthorized access to phone, memo, and schedule data information by protecting it with a password you assign. If you set a password, you must enter the password to view and work with phone, memo, and schedule data records.

### Setting the Password

- 1. Press PASSWORD. PASSWORD: appears.
- Enter the password, from 1 to 4 characters long, then press ENTER to confirm. PASSWORD? and → appear.

#### Notes:

- Be sure you set a password that you can easily remember.
   If you forget it, you must reset the organizer, which clears all records. (See "Resetting the Organizer" on Page 29.)
- If you press PHONE or MEMO/SCHED, PASSWORD? and —
   on the display. You must re-enter the password to enter these fields.

### **Changing the Password**

- Turn on the organizer then press PASSWORD. PASS-WORD? and — appear.
- Enter the new password to change the old one or press any other function key to cancel.

### ☐ Calculator

You can use the organizer to perform basic calculations. Use the calculator function as you would any other mathematical calculator.

Press  ${\it CAL/CONV}$  once to use the calculator.  ${\it 0.}$  appears. To clear a calculation, press  ${\it C/CE}$ .

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#### Notes:

- If the result of a calculation has more than 10 digits, or if you try to divide by 0, E (error) appears. To clear the error, press C/CE.
- If you enter a wrong number, press C/CE and re-enter the correct number before you press =.
- Press +/- to change the displayed number's sign from positive to negative or negative to positive.

### MEMORY CALCULATIONS

The memory calculation feature lets you easily perform multistep calculations.

Use the following keys to perform memory calculations:

- Press MC (U) to clear the memory.
- Press M+ (P) to total a calculation and add the total to the value in memory.
- Press M- (O) to total a calculation and subtract the total from the value in memory.
- Press MR (I) to recall (display) the value in memory.

For example:  $(4 \times 5) + (28 + 2) - (7 - 2) + (75 \div 5)$ :

You press:	You See:
$4 \times 5 = M+$	M × 20.
28 + 2 = M+	м 30.
7 - 2 = M -	м 5.

You press:	You See:
75 ÷ 5 = M+	м 15.
MR	м 60.

**Note:** M appears when a value is stored in memory. M disappears when you clear the memory.

### **CONVERSION**

The conversion function lets you perform metric and currency conversions. The organizer can convert between these units of measurement:

- Celsius/Fahrenheit
- mile/kilometer
- · ounces/grams
- · pounds/kilograms
- inch/centimeters
- · yards/meters
- · foot/meters
- · acre/square foot
- European Euro/Belgian Franc
- European Euro/German Deutschemark
- European Euro/Spanish Peseta
- European Euro/French Franc
- European Euro/Irish Pound

- European Euro/Italian Lira
- European Euro/Luxembourg Franc
- European Euro/Dutch Guilder
- European Euro/Austrian Schilling
- European Euro/Portuguese Escudo
- European Euro/Finnish Markkaa
- · European Euro/US dollar
- US dollar/French Franc
- US dollar/German Deutschemark
- Press CAL/CONV twice to enter the conversion mode. The last used conversion appears.
- 2. Press or v to select the units to be converted.
- Press ◀ or ▶ to select the direction of the conversion. For example, if °C -> °F appears, press ◀ to change it to °C <- °F (to convert Fahrenheit to Celsius).</li>
- 4. Enter the number you want to convert.
- 5. Press =. The converted number appears.

You can program up to 3 currency pairs of your own. You can change any of these to the currency of your choice.

- Press or or to select one of the following currency pairs.
  - EURO -> USD (European Euro to US Dollar)

- USD -> FRF (US Dollar to French Franc)
- USD -> DEM (US Dollar to German Deutschemark)
- 2. Press SET (S) to set a new currency.
- Enter the name of the first currency (up to 4 characters), then press SPACE if the name is less than 4 characters.
- Enter the name of the second currency (up to 4 characters), then press ENTER if the name is less than 4 characters. The rate field flashes.
- Enter the new rate then press ENTER to confirm.

### □ Care

Keep the organizer dry; if it gets wet, wipe it dry immediately. Use and store the organizer only in normal temperature environments. Handle the organizer carefully; do not drop it. Keep the organizer away from dust and dirt, and wipe it with a damp cloth occasionally to keep it looking new.

Modifying or tampering with the organizer's internal components can cause a malfunction and invalidate its warranty. If your organizer is not performing as it should, take it to your local RadioShack store for assistance.

### REPLACING THE BATTERIES

Your organizer requires two 3V CR2032 lithium batteries, one for power and one to protect the organizer's memory. For the best performance and longest life, we recommend RadioShack lithium batteries. To protect the data stored in your organizer, replace the backup battery at least once a year.

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### Important: To avoid losing stored data:

- Never remove both the main and backup batteries from the battery compartment at the same time.
- Be sure to turn off your organizer when replacing the battery.
- Remove the old battery and install the new one as quickly as possible.

#### Cautions:

- Use only fresh batteries of the required size and recommended type.
- Do not mix old and new batteries or different types of batteries.
- 1. Press **ON/OFF** to turn off the organizer.
- Slide the battery compartment cover in the direction of the arrow to remove it.
- 3. Use a sharp object such as a straightened paper clip to gently pry out the battery you are replacing, then install the new one with the positive (+) side facing up.
- 4. Replace the cover.

When the display dims or the organizer stops operating properly, replace the main battery.

### Warnings:

- Dispose of old batteries promptly and properly. Do not burn or bury them.
- Keep button-cell batteries away from children. Swallowing a button-cell battery can be fatal.

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### RESETTING THE ORGANIZER

If the organizer stops operating properly or you forget your password, you might need to reset it. Follow these steps to reset and clear all the stored information in the organizer.

- Use a pointed object (such as a straightened paper clip) to press the RESET hole on the back of the organizer. RESET? appears.
- Press ENTER. RESET! appears briefly, then a default date and place appear. All the information stored in the organizer's memory is cleared. Otherwise, press any key except ENTER to cancel.
- 3. Reenter the key tone, current date and time, daily alarm settings, and new password (if desired).

# □ Specifications

Power Source	Lithium Battery (2), 3V
Battery Type	CR2032
Battery Life	6 Months (Main), 1 Year (Backup)
Automatic Power-Off	About 3 Minutes
Operating Temperature	32–104°F (0–40°C)
Dimensions (closed) (HWD)	$3^{1/8} \times 4^{7/16} \times {}^{1/2}$ Inches $(79 \times 112 \times 13 \text{ mm})$
Weight (with Batteries)	2.9 oz (83 g)

Specifications are typical; individual units might vary. Specifications are subject to change and improvement without notice.



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### **Limited One-Year Warranty**

This product is warranted by RadioShack against manufacturing defects in material and workmanship under normal use for one (1) year from the date of purchase from RadioShack company-owned stores and authorized RadioShack franchisees and dealers. EXCEPT AS PROVIDED HEREIN, RadioShack MAKES NO EXPRESS WARRANTIES AND ANY IMPLIED WARRANTIES. IN-CLUDING THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICU-LAR PURPOSE. ARE LIMITED IN DURATION TO THE DURATION OF THE WRITTEN LIMITED WARRANTIES CONTAINED HEREIN, EXCEPT AS PRO-VIDED HEREIN RadioShack SHALL HAVE NO LIABILITY OR RESPONSIBIL-ITY TO CUSTOMER OR ANY OTHER PERSON OR ENTITY WITH RESPECT TO ANY LIABILITY, LOSS OR DAMAGE CAUSED DIRECTLY OR INDIRECTLY BY USE OR PERFORMANCE OF THE PRODUCT OR ARISING OUT OF ANY BREACH OF THIS WARRANTY, INCLUDING, BUT NOT LIMITED TO, ANY DAMAGES RESULTING FROM INCONVENIENCE, LOSS OF TIME, DATA, PROPERTY, REVENUE, OR PROFIT OR ANY INDIRECT, SPECIAL, INCIDEN-TAL, OR CONSEQUENTIAL DAMAGES, EVEN IF RadioShack HAS BEEN AD-VISÉD OF THE POSSIBILITY OF SUCH DAMAGES.

Some states do not allow limitations on how long an implied warranty lasts or the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

In the event of a product defect during the warranty period, take the product and the RadioShack sales receipt as proof of purchase date to any RadioShack store. RadioShack will, at its option, unless otherwise provided by law. (a) correct the defect by product repair without charge for parts and labor; (b) replace the product with one of the same or similar design; or (c) refund the purchase price. All replaced parts and products, and products on which a refund is made, become the property of RadioShack. New or reconditioned parts and products may be used in the performance of warranty service. Repaired or replaced parts and products are warranted for the remainder of the original warranty period. You will be charged for repair or replacement of the product made after the expiration of the warranty period.

This warranty does not cover: (a) damage or failure caused by or attributable to acts of God, abuse, accident, misuse, improper or abnormal usage, failure to folow instructions, improper installation or maintenance, alteration, lightning or other incidence of excess voltage or current; (b) any repairs other than those provided by a RadioShack Authorized Service Facility; (c) consumables such as fuses or batteries; (d) cosmetic damage; (e) transportation, shipping or insurance costs; or (f) costs of product removal, installation, set-up service adjustment or reinstallation.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

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We Service What We Sell

12/99

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